

RESEARCH ASSISTANT

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department is currently seeking one intern in the Real Estate Asset Management division located in downtown Nashville. This internship opportunity is with the Real Estate Strategy which is responsible for researching real estate and market trends and providing marketing strategies for the disposition of properties and execution plans to maximize proceeds to the State.

The selected interns should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

Over the course of the internship, interns can expect to gain practical experience in the world of real estate from an owner perspective vs. working in a private sector real estate firm or architectural firm where you only see the project and not necessarily how it affects the people that live and work in the space every day.

Primary Duties

Tasks primarily will include data entry (information received and entered into a database) and research associated with other States, and Private Sector company real estate initiatives, as well as agency program initiatives that may affect real estate, best practices, etc.

Requirements

- Any four year degree program is acceptable
- Beginner to intermediate knowledge of Excel is preferred